



# Loan Sale and Transfer Statement Instructions

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## Seller Section

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- Provide name of selling lender of loan(s).
- Provide eight-digit lender identification number assigned by USDE.

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## Buyer Section

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- Provide name of lender to which loan(s) were sold or transferred.
- Provide eight-digit identification number assigned by USDE to which loan(s) were sold or transferred.

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## Detail Information Section

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**Column 1:** Borrower's Social Security number — provide borrower's Social Security number.

**Column 2:** Borrower's Loan Identification number — provide borrower's nine-digit loan identification number assigned by the Commission's Financial Aid Processing System (FAPS).

**Column 3:** Stafford Loan Type — use "S" for Subsidized Stafford loan or "U" for Unsubsidized Stafford loan or "A" for all loans.

The person completing the form should sign it, print their name, date the form and provide their phone number, including their extension.

**Note:** The Commission expects transfers to loans (i.e. sale and servicing transfers to different lender ID numbers) to be reported to the Commission within 30 days of said transaction. It is the seller's responsibility to submit this form, however, the buyer may submit it on behalf of the seller. Its completion constitutes official notice to the California Student Aid Commission that these guaranteed loans have been sold in accordance with regulations. Seller and buyer agree that the buyer hereby acquires all rights of the seller under the contract of insurance. Seller and buyer declare that each borrower has been notified of the sale at the borrower's most recent address as resolved by the buyer and seller within 30 days of notification.